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DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUSTAINMENT COMMAND
15 December 2014

MEMORANDUM FOR Civilian and Military Employees at US Army Sustainment Command (ASC), Subordinate Elements, and Tenant Activities/Agencies

SUBJECT: Right of Civilian and Military Employees to Present Complaints to or Request Assistance from the Inspector General (IG)

1. All civilian and military employees have the right to present complaints, allegations, or requests for assistance to the IG. This may include any matters concerning issues that the Army has an interest in.
2. Before contacting the IG, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first, chain of command, or by using one of the procedures in paragraph 3.
3. The Army provides soldiers and civilians redress avenues for several types of complaints. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions-in-force, removals, disciplinary measures, and similar actions. If you want to submit complaints of this nature, you should contact your servicing Civilian Personnel Officer. If you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following negotiated grievance procedures. If you wish to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact your Equal Employment Opportunity Counselor/Officer or Equal Opportunity Officer.
4. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in AR 385-10, Army Safety Program.
5. If you have a complaint regarding fraud, waste, and abuse; violations of regulations or procedures; or you feel your complaint has not been resolved by your supervisor, you may visit, call, or write the ASC IG:

TELEPHONE: DSN 793-5341/COMM. 309-782-5341
IG HOTLINE: DSN 793-7481/COMM. 309-782-7481

MAILING ADDRESS: 1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6500

IG DATAFAX: DSN 793-4073/COMM. 309-782-4073
ROOM/LOCATION: BLDG 390, 2d FL, SE

6. If you believe the results obtained from the ASC IG's response to you has not been fair, complete, or IAW law and regulation; or if you believe your interests will be jeopardized by making a complaint to the ASC IG, you may write or call:
 - a. **US Army Materiel Command**, 4400 Martin Road, Redstone Arsenal, AL 35898-0001, DSN 320-7910/Commercial 256-450-7910.
 - b. **The Inspector General, Office of the Inspector General**, 1700 Army Pentagon, 3E588, Washington, DC 20130-1700, DSN 225-1500/Commercial 703-695-1500.
 - c. **Inspector General, Department of Defense**, 4800 Mark Center Drive, Alexandria, VA 22350-1500, DSN 664-8799/Commercial 703-604-8324/Toll Free 1-800-424-9098.

7. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG. However, if you lie or knowingly make false accusations to the IG, you are subject to disciplinary action.

8. The IG has a duty to protect confidentiality to the maximum extent possible. This is particularly true when specifically requested by persons who ask the IG for help, make a complaint, give evidence, contact, or assist an IG during an inspection or investigation or otherwise interact with an IG.

REFERENCE: AR 20-1
DISTRIBUTION: A-1, A-2, B Bulletin Boards
This notice supersedes all previous Bulletins